

QUALIFIED FAMILY STATUS CHANGE

Changes to your benefits can only be made at Transfer Season or during the Plan Year if you have a *Qualified Family Status change*. Status changes include:

- Marriage or divorce.
- Birth or adoption of a child.
- Death of a spouse or child.
- The termination or commencement of employment by your spouse or dependent.
- The switching from part-time to full-time employment status or the reverse by you or your spouse.
- The taking of an unpaid leave of absence by you or your spouse.

If you have a change in status, you may revoke or change your benefit elections for medical, dental, vision, prescription drugs, additional term life and AD&D insurance, dependent life insurance and the dependent care reimbursement account. You may change (increase only) your pay reduction election to the health care reimbursement account. A change in status will not permit you to revoke the mandatory basic benefits under the Plan.

The change in your elections must be consistent with the status change to the extent that it is necessary or appropriate as a result of the status change.

Other special circumstances that may permit you to change your elections include cost and coverage changes to a health plan, such as a significant increase in the cost of your coverage, a significant decrease or cessation of your coverage, or a significant change in your health coverage or your spouse's coverage attributable to your spouse's employment. In these instances, however, only a change to another health plan with similar coverage is permitted.

If you have a change in status or experience one of the special circumstances described above, you must contact the Office of Human Resources within 60 days of the event in order to make any election changes allowable under the Plan. Such changes must be accompanied by documentation sufficient to verify the event. Any election changes will be effective as of the date of the event. Any adjustments to your pay deductions and/or pay reductions will be effective as of the date you make the election change, without regard to the pay period. If you fail to make proper notification within the 60-day period, you will be required to wait until the next enrollment period to make any changes to your coverage.